

EFFECTIVE

January 1, 2005.

SUBJECTS

1. Schedules Updated
2. New RFS Item 111, MIChild Enrollment Cutoff Dates
3. New Forms
 - FIA-431-SP, Self-Employment Form
 - FIA-498, Application Cover Letter
4. FIA-1171-F, Filing Document Revised
5. FIA-4712M, FIA Child Death Reporting Database
6. CDC Updated Exhibits in Forms & Publications
7. MA Forms/Publications Revised

**1) SCHEDULES
UPDATED****RFS 101, 102, 103, 104, 105, 106, 109, 110**

Payroll and deadline schedules, and calendars have been updated for 2005. A CDC Deadlines and Payroll Schedule Quick Reference Calendar for 2005 has been added to RFS 110.

The State SSI Payment Payroll Deadline Schedule has been updated with the 2005 payment dates.

**2) NEW RFS 111,
MICHILD
ENROLLMENT
CUTOFF DATES****RFS 109, 111**

A new calendar for MIChild Enrollment cut-off dates has been added in the Reference Schedules Manual, RFS 111. MIChild eligibility begins the first day of the month following approval. MIChild is not retroactive. Using this calendar will be helpful to local offices to reduce the possibility of a lapse in coverage. Local offices may FAX the referral to MIChild at (517) 324-9925.

Reason: To reduce the possibility of a lapse in coverage when Healthy Kids is ending due to excess income

3) NEW FORMS

FIA-431-SP, Self-Employment Form

All Programs

FIA-431-SP, Self-Employment Income and Expense Statement, Spanish, is added to the Reference Forms and Publications (RFF) manual.

FIA- 498, Application Cover Letter

A new form, Relative Caretaker Application Cover Letter, has been developed to assist with communication between Children's Services staff and Specialists who process FIP/CDC applications. It is intended to be attached to a FIA-1171, Assistance Application or a FIA-4583, Child Development and Care (CDC) Application when a relative, with whom Children's Services has placed a child(ren), is applying for assistance for that child(ren) only. These are likely to be mail-in applications which the Children's Services worker has assisted the customer in completing.

In situations where the relative caretaker is not requesting assistance for themselves or their own child(ren), and the child(ren) who was placed by Children's Services is active any program with FIA (including children's services), PAM 115 "In-Person Interviews," allows us to waive the in-person interview for FIP and CDC applications.

Benefits from using this form and this policy option include:

- Minimizing the inconvenience for the relative caretaker by waiving the in-person interview
- Providing workload relief to the Specialist who does not need to schedule an in-person interview, and
- Providing Specialists with a contact person in Children's Services to assist in the eligibility determination process when needed.

The form will be available in Microsoft Word beginning January, 2005 and will be included in the next available Reference Manual Bulletin release.

- Local offices are encouraged to collaborate with Children's Services to develop a process that best meets the needs of your county.

4) FIA-1171-F, FILING DOCUMENT REVISED

All Programs

RFF 1171-F and 1171-F-SP

An additional statement has been added to the filing document above the signature line. This language is necessary to inform applicants and anyone acting as an authorized representative that by signing this document they are declaring that all information is true and complete. Perjury penalties apply to giving any false information.

This language will also be added to the next revisions of the:

- FIA-1171, Assistance Application
- FIA-1514, Application for State Emergency Relief
- DCH-0373, MICHild/Healthy Kids Application

5) FIA-4712M, FIA CHILD DEATH REPORTING

When the local office is notified of a child's death, and there is no agency history on the child and the case is not assigned for investigation, the child death report must be made by submitting FIA-4712M, FIA Child Death Reporting Database. Instructions for this item have been revised. FIA-4712M is available in Word as a template.

Child Death Registry (CDR)

When the local office is notified of a child's death, and there is either agency history on the child or a case is assigned for investigation, the child death report must now be made through SWSS Child Death Registry (CDR). Refer to Services Requirements Manual (SRM)172 for more information.

Note: Adult reporting information is moved to new SRM Item 173.

6) CDC UPDATED EXHIBITS IN FORMS & PUBLICATIONS

RFF 198, 198-SP, 220, 220-SP, 4782, 4782-SP, Pub 798, Pub 874

Exhibits are updated in the Reference Forms and Publications (RFF) manual for:

- **FIA-198**, Child Development and Care Certificate/Notice of Authorization
- **FIA-198-SP**, Child Development and Care Certificate/Notice of Authorization, Spanish
- **FIA-220**, Day Care Aide/Relative Care Provider Application
- **FIA-220-SP**, Day Care Aide/Relative Care Provider Application, Spanish
- **FIA-4782**, Child Development and Care Early Payment Certification
- **FIA-4782-SP**, Child Development and Care Early Payment Certification, Spanish
- **FIA-Pub. 798**, Michigan Cares for Today's Child
- **FIA-Pub. 874**, ABCs Automated Billing for Child Care System, Step-by-Step Instructions for Telephone Billing

7) MA FORMS/ PUBLICATIONS REVISED

The following forms/publications have been revised:

- DCH-0373-D, MIChild/Healthy Kids Application
- DCH-1164, Guarantee of Payment For Pregnancy-Related Services
- FIA-87, Healthy Kids Approval Notice
- FIA-334, Reimbursement Notice

- FIA-1171-F, Filing Document
- MDCH 201, Your Rights & Responsibilities

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFF 334
RFF PUB783
RFS 111

Changed Items (content changes) ...

RFF 45
RFF 198
RFF 220
RFF 333
RFF 0373D
RFF 431
RFF 798
RFF 874
RFF 1555
RFF 2240A
RFF 2351X
RFF 3380
RFF 4712M
RFF 4782
RFF 4790
RFF DCH1164
RFS 101
RFS 102
RFS 103
RFS 104
RFS 105
RFS 106
RFS 109
RFS 110

Changed Items (link changes only) ...

RFF 325
RFF 4350
RFF 4712

Deleted Items ...

RFF 783